

ANNEX F RECEPTION AND CARE

I. SITUATION AND ASSUMPTIONS

- A. Disaster incidents often result in evacuations either before or during the incident. Such evacuations will cause a demand for congregate/mass care facilities.
- B. Congregate/Mass Care facilities, at a minimum, must have capability of providing space for sleeping and feeding.
- C. Congregate/Mass Care facilities will provide protection only from normal weather conditions. These facilities do not necessarily provide protection from severe weather, toxic gases, radioactive fallout, or other life-threatening forms. Some facilities, however, do provide severe weather or radioactive fallout protection.
- D. Activation of Annex Q (Hazardous Materials), Annex X (Fixed Nuclear Facility), Annex Y (Nuclear, Biological, Conventional War), Annex Z (Emergency Repatriation), Annex AA (Homeland Security), or Annex DD (Earthquake) may result in a need to provide Congregate/Mass Care shelter space.
- E. The reception and care system for the Commonwealth of Kentucky can be divided into seven parts: Identification and registration of evacuees or relocatees; assignment to shelter; provision of necessary food, clothing and medical services; procedures for return of evacuees to their homes; procedures for evacuees who cannot return due to the destruction of their homes or environmental contamination of the house/area; the reuniting separated families, and the management of donated goods.
- F. Responsibility for hosting and evacuating military personnel is vested in the Department of Defense. Military installations will not be used for hosting civilian evacuees.
- G. During an emergency there will be populations requiring special attention; these include the elderly, the handicapped, persons living in residential hotels, and the homeless.
- H. Normally, actual shelter management will be the responsibility of the American Red Cross (ARC).
- I. Local health departments and fire departments will check all congregate/mass care facilities and make recommendations to the shelter manager to insure a safe housing/feeding environment.

II. MISSION

To lodge and feed evacuees during an actual or potential disaster.

III. DIRECTION AND CONTROL

- A. The Health and Family Services Cabinet (H&FSC) is responsible for the coordination and organization of congregate/mass care services for the Commonwealth.
- B. The EM Director for the county sheltering the evacuees will be responsible for identifying the actual shelter to be used in those counties.

IV. CONCEPT OF OPERATIONS

A. State

- 1. The state will normally have little direct involvement with congregate/mass care sheltering. The state has delegated shelter management operations to the ARC. If the disaster is of such statewide or nationwide magnitude that the ARC is unable to undertake the total mission, H&FSC will assist local government in handling individual shelter management.
- 2. In the event the disaster is of statewide or nationwide magnitude, a mass care organization will be formed by H&FSC consisting of the following four positions:
 - a. Assistant for Registration and Reception
 - b. Assistant for Lodging
 - c. Assistant for Clothing
 - d. Assistant for Social Services
- 3. The task assignments for these positions are:
 - a. Assistant for Registration and Reception
 - 1) Supervise the establishment and operation of all reception and registration centers in the county.
 - 2) Insure that all reception and registration centers are adequately staffed and supported.
 - b. Assistant for Lodging
 - 1) Designate the shelters that will be open.
 - 2) Assign a shelter manager to each shelter or group of shelters. The shelter manager is responsible for the safety and welfare of the people in the shelter.

- 3) Assist the shelter managers in the management and care of their facilities.
- 4) Receive and consolidate all requests from the registration centers for support resources for the upkeep of lodging facilities, and forward the consolidated requests to the appropriate annex coordinator.

c. Assistant for Clothing

- 1) Provide for clothing needs of evacuees, as necessary, to insure their health and comfort.
- 2) Receive and consolidate all requests for clothing from the registration center, from all congregate care facility occupants, and from individuals not lodged in congregate care facilities.
- 3) Establish procedures and supervise the distribution of clothing supplies.

d. Assistant for Social Services

- 1) Provide normal welfare services within the capability of available resources and as the situation permits.
- 2) Respond to emergency inquiries relative to the health and welfare of individual evacuees.
- 3) Assist the clergy in providing religious solace to those who need or request it.
- 4) Assist in providing mental health support to those who need or request it.

4. Specific duties of the H&FSC are:

- a. Lodging. Insure by use of registration, that the distribution of evacuees is within the capability of the hosting area and/or facility. Lodging facilities are identified in the local county EOP. This plan also identifies those shelters suitable for handicapped people. In addition, areas suitable for camping are identified.
- b. Feeding. Institute a mass feeding program for use in the host counties in cooperation with U.S. Department of Agriculture (USDA) and the Department of Agriculture. Mass feeding facilities are identified in the local county EOP.
- c. Clothing. Establish a method of distribution of clothing and linen for use by evacuees in need of these items and establish criteria for determining

this need.

- d. Registration. Insure all people who need shelter are registered and assigned to a shelter and that this information is kept available to locate missing family members.
 - e. Medical. In cooperation with the medical delivery organizations and local EM/DES organizations, develop procedures for the care of hospitalized patients and others needing special medical attention. Promulgate measures to be taken to prevent the spread of disease in shelters and the distribution of drugs to shelters.
 - f. Mental Health. Undertake a program by which service can be provided to persons unable to adjust to strain imposed by the evacuation. Also provide assistance to emergency workers who have been separated from their families during an evacuation.
 - g. Fiscal Responsibility. Develop a record keeping procedure compatible with the Finance and Administration Cabinet's to insure reimbursement for all materials and services used for those directly placed in housing by H&FSC.
 - h. Reuniting of Families
 - 1) H&FSC, in cooperation with ARC and the Salvation Army, will undertake to reunite families that have been separated by: checking registration in all of the shelters; news media releases through KyEM; and referrals to their relatives and friends.
5. The H&FSC may provide for money/vendor payments to qualified individuals; under the provision of the emergency assistance program for families with children, as necessary, to avoid destitution resulting from unforeseen crisis situations, including natural disasters. Assistance may include food, clothing, shelter, utilities and/or heating fuel, home repairs, furnishings, transportation, or childcare. Assistance is limited to that required to meet the emergency and may be furnished during any one thirty-day period within any twelve consecutive months.

B. Local

- 1. The County EM Director, with the concurrence of the County Judge/Executive, will appoint a coordinator to head the local reception and care organization.
- 2. The local EM/DES organization will develop a reception and care organization that parallels the state organization.

3. The local EM/DES organization will maintain in their Emergency Operations Plan a list of facilities that can be used as shelters and the method of contacting the owner. Special note will be made of those shelters that can serve the handicapped, and/or the elderly. A list will also be maintained of mass feeding facilities.

C. Federal

Assistance from the federal government in support of mass care will only be made available if the Commonwealth is unable to meet its own needs. Such assistance will be coordinated by DHS and managed by the ARC as part of the National Response Plan Emergency Support Function 6 - Mass Care (See Annex A).

D. Private

Day to day management of shelters will normally be vested in the ARC.

E. Congregate Care Facility Management

1. Each congregate facility, or group of facilities, will have a facility manager. The facility manager will select from among the evacuees assigned to the facility/facilities two or more assistants to help manage the shelter on a 24-hour basis. The facility manager will report daily to the District Facility Manager the status of the facility. The District Facility Manager will report daily to the reception and care annex coordinator the status of the district.
2. The facility manager is responsible for enforcing all health and safety guidelines and regulations issued by the local reception and care annex coordinator concerning the housing and feeding of the relocatees.
3. Each facility manager will identify a telephone in the facility for reporting to the District Facility Manager. This phone number will be provided to the local EOC.
4. The fire and health departments of each jurisdiction are responsible for checking each congregate care facility in that jurisdiction upon facilities being opened for health and safety problems. The findings of these inspections will be reported to the shelter manager, the reception and care annex coordinator, the fire suppression annex coordinator and the food management annex coordinator.

- F. A list will be maintained at the local EOC of citizens volunteering to shelter evacuees in private homes. Those evacuees identified as handicapped or having babies will have first priority for these lodgings. Periodic requests will be made through the news media for volunteers to house evacuees in their homes.

G. Large Scale Evacuation

1. During large-scale evacuations affecting a whole city or county, it may be necessary to establish reception and registration centers. These centers act as shelter assignment clearinghouses. See Appendix F-1 for flow chart.

2. Reception Center

- a. The function of the reception center is to receive those evacuees who are to be sheltered in that county/city and assign them either to a registration center for assignment to shelter or directly to a shelter. At the center, evacuees will fill out the standard ARC registration form. If this is not available, the form in Appendix F-2 will be used.
- b. Note, if a county has two or more shelter clusters located in different areas within its boundaries, it could use the reception center to assure even flow to the shelter clusters. The registration center would then assign the evacuees to the individual shelters.
- c. Handicapped people will be assigned to those facilities identified as being able to meet their needs.

3. Registration Center

The registration center acts as a mini-reception center when the city/county contains two or more significant shelter clusters which are located in different communities or are a mile or more apart.

4. General Duties of Reception and Registration Centers:

- a. Assign each person or family unit to a specific congregate care facility from the list of facilities provided.
- b. Instruct each individual or family unit to report to the congregate care manager of the assigned facility.
- c. Insure that evacuees are distributed equitably among the various congregate care facilities.
- d. Maintain a strict count of evacuees assigned to each facility so that capacities are not exceeded.
- e. Notify local EOC and ARC when each congregate care facility is full.
- f. After all evacuees have been registered and assigned to specific lodging facilities, remain in operation and act as the support center for all shelters within their jurisdiction. It will assume the responsibility for:

- 1) Establishing and maintaining liaison with each facility manager in its jurisdiction,
- 2) Supervising the activities of the facility manager to insure occupants of congregate care facilities are receiving equitable and adequate care.
- 3) Receiving, compiling, and consolidating all requests for support resources from the facility managers and forwarding the consolidated requests to the EOC,
- 4) Responding to request from county EOC for locating personnel with special skills among evacuees,
- 5) Keeping the EOC advised of the number of people lodged in each facility within the jurisdiction.

H. Federal Assistance in a mass care event will be provided under ESF #6 "Mass Care, Housing and Human Services" of the National Response Plan.

I. Operational Readiness Phases

1. Preparedness Phase

- a. Develop reception and care operating procedures.
- b. Develop system of providing reception and care services.
- c. Ensure that necessary forms are available.
- d. Carry out a training program.
- e. Ensure all personnel concerned are familiar with their responsibilities.
- f. Take part in tests and exercises
- g. Upon instructions from KyEM Director, or representative, shift to Response Phase.

2. Response Phase

- a. Increased Readiness Period
 - 1) Complete all steps not yet completed under Preparedness Phase.
 - 2) Review and update annex.
 - 3) Alert personnel needed to carry out annex.

- 4) Carry out any needed training.
- 5) Check to insure necessary supplies are available.
- 6) Survey congregate care facilities to insure sheltering capability.
- 7) Prepare records of workers made available and hours worked.
- 8) Commence activation of emergency shelter stocking.
- 9) Upon instructions from KyEM Director, or representative, shift to Emergency Operations Period or return to Preparedness Phase.

b. Emergency Operations Period

- 1) Begin lifesaving and damage limiting operations.
- 2) Complete any procedures under Preparedness Phase not yet completed.
- 3) Begin processing and sheltering of relocatees.
- 4) Open and staff congregate care facilities.
- 5) Meet personnel needs of the evacuees.
- 6) Insure that proper documentation is carried out.
- 7) Upon instruction from KyEM Director, or representative, shift to Recovery Phase.

3. Recovery Phase

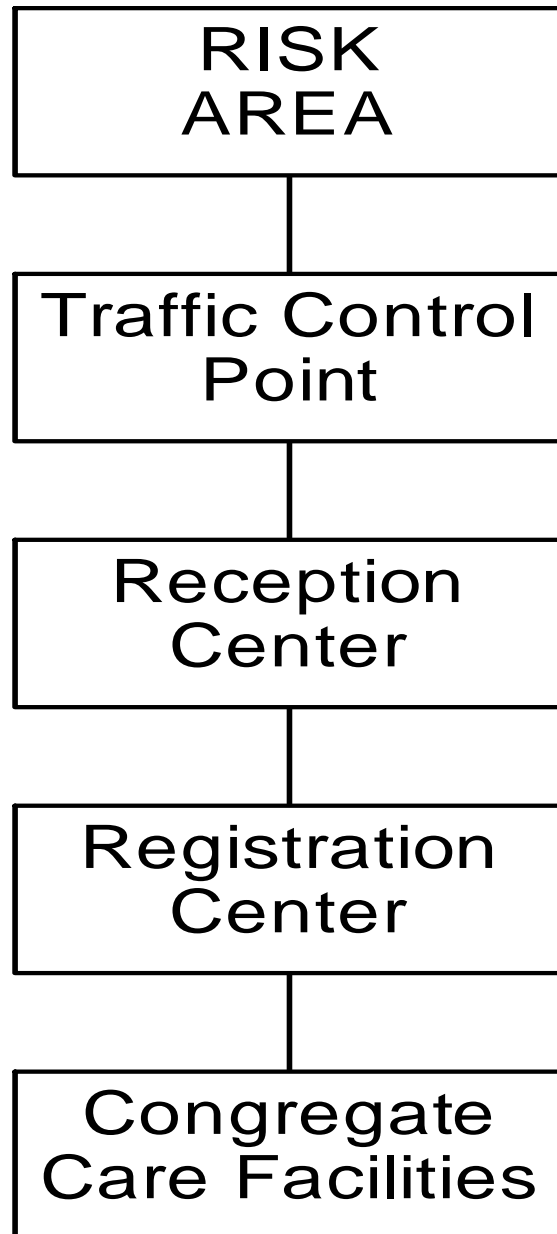
- a. Carry out lifesaving or damage limiting operations
- b. Upon being advised that an order to end recovery operations may be forthcoming prepare to discontinue operations.
- c. Upon the end of recovery operations, survey the organization for cost of preparing for and conducting operations.
- d. Critique operations for updating plan and standard operating procedures.
- e. Upon instructions from KyEM Director, or representative, revert to Preparedness or Response Phase.

- f. Remember cleanup and restoration of property often goes on long after emergency personnel have returned to normal operations.
 - J. Increased Readiness Levels will be initiated by KyEM based on information furnished by outside sources and the federal government. The required actions are explained in Annex D of this plan.
 - K. Reporting of congregate care shelters status to KyEM will be in conformity with Annex U.
 - L. Both KyEM and ARC can provide training on how to operate shelters.
 - M. All emergency operations will be carried out in conformity to KyEM EOC SOP's and the H&FSC Emergency Operation SOP. The agency coordinator is responsible for insuring his agency SOP is updated annually.
- V. ADMINISTRATIVE SUPPORT
- A. H&FSC will require the support of other state, federal, and volunteer agencies if it is to render all of the services that it will be expected to provide. These agencies will include, but not be limited to:
 - 1. Personnel Cabinet
 - 2. Kentucky Retirement Systems
 - 3. American Red Cross
 - 4. Salvation Army
 - 5. Education Cabinet
 - 6. Volunteer Organizations Active in Disasters (VOAD)
- VI. GUIDANCE DOCUMENTS
- A. "How to Manage Congregate Lodging and Fallout Shelters", FEMA SM-11
 - B. "Shelter Management Handbook", FEMA P&P 8
 - C. "Basic Course in Mass Feeding", American Red Cross ARC-2219A
 - D. "Basic Course in Emergency Mass Feeding", FEMA H-15
 - E. "Mass Care Procedures and Operations", American Red Cross ARC-3033
 - F. "Hosting in an Emergency", FEMA 183

VII. APPENDICES

- F-1 Registration Flow Chart
- F-2 ARC Registration Form
- F-3 Statement of Understanding Between the American Red Cross and the
American Humane Association
- F-4 Chemical Stockpile Emergency Preparedness Reception and Care
Destinations and Evacuation Routes
- F-5 Chemical Stockpile Emergency Preparedness Evacuee Support

APPENDIX F-1
REGISTRATION FLOW CHART



APPENDIX F-2
AMERICAN RED CROSS (ARC) REGISTRATION FORM

American Red Cross				DISASTER SHELTER REGISTRATION	
Family Last Name				Shelter Location	
Names	Age	Medical Problem • Killed • Injured • Hospitalized	Referred To Nurse	Shelter Telephone No. Date of Arrival	
Man				Predisaster Address and Telephone No.	
Woman (Include Maiden Name)					
Children in Home					
Family Member not in Shelter (Location if Known)				Signature _____	
				Date Left Shelter _____	
				Time Left Shelter _____	
				Postdisaster Address and Telephone Number	

SHELTER MASTER FILE AMERICAN RED CROSS FORM 5972 (5-79)

APPENDIX F-3
STATEMENT OF UNDERSTANDING BETWEEN THE AMERICAN RED CROSS
AND
THE AMERICAN HUMANE ASSOCIATION

I. PURPOSE

This statement defines an agreement between The American Humane Association and the American National Red Cross in preparing for and dealing with disaster situations. It provides for a system of mutual cooperation in the relief of domestic animals, the assurance of their care, and the search for their owners.

II. DEFINITION OF DISASTER

A disaster is an occurrence such as hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, blizzard, pestilence, famine, fire, explosion, building collapse, transportation wreck, or other situation that causes human suffering or creates human needs that the victims cannot alleviate without assistance.

III. AUTHORITY

By a congressional charter, dated January 5, 1905, the American National Red Cross was designated as a nationwide agency through which the American people voluntarily extend assistance to individuals and families in need as a result of disasters. In part, the charter provides that the American National Red Cross shall

"continue and carry on a system of national and international relief in time of peace and apply the same in mitigating the sufferings caused by pestilence, famine, fire, floods, and other great national calamities, and to devise and carry on measures for preventing the same."

IV. RECOGNITION

The American Humane Association recognizes the American National Red Cross as the agency chartered by Congress through which the American people voluntarily extend assistance to individuals and families in need as a result of disasters.

The American National Red Cross recognizes The American Humane Association as the national federation of humane societies responsible for the welfare and the protection of homeless animals, including disaster relief.

Both organizations in their voluntary capacity recognize that federal, state, and local government responsibility, in time of disaster, remains the same as at other times, which is the protection of life, property, public health and welfare, and the maintenance and repair of public property. The occurrence of a disaster increases,

but, in general, does not change these responsibilities. The American National Red Cross supports and assists the work of government authorities in alleviating the distress caused by disasters, but does not assume responsibility for governmental functions.

V. ORGANIZATION OF THE AMERICAN NATIONAL RED CROSS

The national headquarters of the American National Red Cross is in Washington D.C. For administrative purposes, the continent is divided among four field offices with each having jurisdiction within a certain number of states. Field offices are located as follows: Eastern U.S., Alexandria, Virginia; Southeastern U.S., Atlanta, Georgia; Midwestern U.S., St. Louis, Missouri; and Western U.S., Burlingame, California. Each field office has an administrative and field staff. Field office jurisdictions are aligned into divisions, which report to the field office. Divisions are made up of groups of chapters, which report to a division headquarters chapter. The chapter is the local unit of the American National Red Cross and is responsible for all local activities of the Red Cross within its territory, subject to the policies and regulations of the national organization. There are approximately 3100 chapters across the United States.

VI. ORGANIZATION OF THE AMERICAN HUMANE ASSOCIATION

The American Humane Association, founded in 1877, is headquartered in Denver, Colorado, and maintains field offices in Los Angeles, Colorado; Lincoln, Illinois; and Washington D.C. The American Humane Association provides services to more than 2000 local humane societies throughout the United States.

Liaison at the local level is conducted through the Animal Protection Department, which holds national meetings annually.

VII. METHOD OF COOPERATION

In order that the American National Red Cross and the American Humane Association may work in cooperation in rendering services during disaster situations the organizations have agreed as follows.

1. Close liaison will be maintained between both organizations at the national, regional, and local levels.
2. On the regional level, representatives of The American Humane Association will coordinate with the American Red Cross in responding to disasters.
3. Cooperative arrangements will be maintained nationally and regionally for mutual planning and exchange of information and for liaison regarding the imminence of a disaster.
4. The American National Red Cross will provide The American Humane Association with available data regarding the effects of a disaster and progress

of relief efforts. No personal data should be included in this transfer, unless individual has given written consent (pursuant to Red Cross policy apropos the Privacy Act). The American Humane Association will accept responsibility for coordinating animal relief efforts through local animal shelters, or set up a temporary shelter, including the provision of shelter, food, and medical attention. These efforts will include the tagging of pets for return to owners; the corralling, feeding, and housing of livestock, and when necessary, support the wildlife agencies. The American National Red Cross will not undertake to provide such animal relief efforts.

5. Through The American Humane Association, all effort will be expended to reunite animals with owners subsequent to a disaster. Animals will be maintained as long as possible or until reasonable possibilities of placement have been exhausted.
6. Financial support for animal disaster relief expenditures will be sought through local humane societies. The American National Red Cross will not assume any financial responsibilities for animal disaster relief.
7. Activities of The American Humane Association, in responding to animal disaster relief, also will be coordinated with appropriate federal, state, and local governmental agencies involved in animal welfare. When agreed upon by local voluntary animal welfare organizations, The American Humane Association will serve as the coordinating agency.
8. The American National Red Cross will provide non-financial support, as requested, and to the extent of its capabilities within policy, for any American Humane Association sponsored disaster preparedness activities, such as the development of regional or local response plans, training programs, and conferences.

VIII. ISSUANCE OF PUBLIC INFORMATION

To keep the public fully informed, direct liaison between the Office of Public Affairs and Financial Development, the American Humane Association Office of Information Services, will be maintained on a continuing basis for the coordination of news releases concerning respective relief operations. The American National Red Cross will be properly credited will all news releases it originates or coordinates with The American Humane Association.

IX. SIGNATURES

(s)
American National
Red Cross

(s)
American Humane
Association

APPENDIX F-4

CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM

(CSEPP)

RECEPTION AND CARE DESTINATIONS AND EVACUATION ROUTES

I. PURPOSE

The purpose of this appendix is to describe the evacuation routes and destinations from Madison County should there be a chemical accident incident at Blue Grass Army Depot (BGAD).

II. SITUATION AND ASSUMPTIONS

Chemical warfare munitions stored at BGAD could, under certain circumstances listed in Appendix Q-8, cause a plume of nerve agent to escape the boundaries of the Depot. There are two recommended protective actions: Shelter-in-place protection or evacuation. If evacuation is the chosen protective action, the routes must be planned in advance.

III. DIRECTION AND CONTROL

Direction and Control of an evacuation in Madison County is by the Madison County EOC Executive Staff.

IV. CONCEPT OF OPERATIONS

A. Emergency responders in Madison County, with support, from State and other agencies, will perform operations.

B. The primary routes for evacuation from Madison County to their host destinations are as follows:

Zone 1-A: KY HWY 52 West to US HWY 25 North to KY HWY 388, then on to KY 627.

Zone 1-B: KY HWY 52 East to Irvine to KY HWY 89 then North to KY HWY 82 East to Mountain Parkway, East to Stanton.

Zone 1-C: KY HWY 52 East to Irvine to KY HWY 89 then North to KY HWY 82, then East to Stanton.

Zone 1-D: KY HWY 52 West to I-75 North to Exit 104 onto Richmond Rd. to Jacobson Park.

Zone 2-A: KY HWY 52 West to US 25 North to KY HWY 388 East to Winchester.

Zone 2-B: KY HWY 52 East to Irvine to KY HWY 89 to KY HWY 82 to Mountain Parkway, East to Stanton.

Zone 2-C: KY HWY 52 East to Irvine to KY HWY 89 to KY HWY 82 to Mountain Parkway, East to Stanton, or South.

Zone 2-D: I-75 South to London, KY.

Alternate: US HWY 25 South to London, KY.

Zone 2-E: I-75 North to Lexington, to Exit 104 onto Richmond Rd. to Jacobson Park.

Zone 3-A: I-75 North to Lexington, to Exit 104 onto Richmond Rd. to Jacobson Park.

Zone 3-B: KY HWY 388 to KY HWY 627 to Winchester.

Zone 3-C: I-75 South to London, KY Exit 41.

Alternate: US 25 South to London.

Alternate: US 421 South and East to McKee.

Zone 3D: KY HWY 52 East to Lancaster.

Alternate: KY HWY 1295 to Lancaster.

Alternate: KY HWY 954 to Lancaster.

NOTE: Mass care facilities have been predesignated and will be opened as needed. Reception centers are not currently separated from the mass care facilities but can be opened at the discretion of the host counties.

V. ADMINISTRATION AND LOGISTICS

Administration and logistics of an evacuation in Madison County is the responsibility of the Madison County officials. Any support given to them by the State EOC and other state agencies will be administered by that individual agency.

APPENDIX F-5
CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM (CSEPP)
EVACUEE SUPPORT

I. PURPOSE

- A. The purpose of this appendix is to provide information specific to the CSEP Program should evacuation be the Protective Action Recommendation (PAR) for a chemical accident incident at BGAD.

II. SITUATION AND ASSUMPTIONS

- A. It is assumed that there are two protective actions that may be taken in the event of a release of chemical warfare agents at BGAD. These are shelter in-place-protection or evacuation.

III. DIRECTION AND CONTROL

- A. Direction and control of a CSEPP incident is primarily that of the officials in the IRZ County. The Madison County EOC staff will supervise actions taken to evacuate the county and actual control of the evacuation shelters is that of American Red Cross.

IV. CONCEPT OF OPERATIONS

- A. Evacuee support involves all activities designed to process and accommodate evacuees. There are two primary components of the KyCSEPP Evacuee Support System: Reception Centers and Mass Care Shelters.

1. Reception Centers:

The evacuees involved will include both on-post and off-post personnel and will require that they report to a reception center located directly along an evacuation route. There the evacuees will be screened to include a registration process, be provided a needs assessment, and be directed to a mass care facility that is located some distance away from the reception site.

a. Each reception center should be:

- 1) Directly accessible from the evacuation route it serves
- 2) Located outside the IRZ and PAZ
- 3) Capable of expeditiously processing 100% of the population using the designated evacuation route on which the reception center is located
- 4) Co-located with decontamination facilities

- 5) Clearly depicted on maps provided through the public education program.

b. Reception centers will provide:

- 1) Contamination screening of all evacuees arriving at the center
- 2) Appropriate action upon contamination screening to include:
 - a) Decontamination processing
 - b) Certification that the evacuee has passed cleanly through contamination screening, which is required for admission to a mass care shelter.
- 3) Medical Assistance

2. Mass Care Shelters

- a. A high degree of inter-agency coordination is necessary to provide support to evacuees. There are two levels of evacuation for which to plan: short-term and long-term.
 - 1) Short-term evacuation: can be planned in the following ways:
 - 2) Orderly evacuation from the reception center to the mass care shelter
 - 3) In-processing at the mass care shelter to include such details as needs assessments, registration to provide historical information about evacuees for other agencies
 - 4) Two-way communications with the local EOC must be maintained. A telephone is sufficient, along with a secondary or backup system such as an amateur radio operator. These should be verified upon opening the mass care shelter. Although the American National Red Cross has the main responsibility for the operation of the mass care shelters, coordination with the local EOC will ensure that local law enforcement personnel will maintain order and security for the shelter, as well as traffic and access control to and from the shelter.
 - 5) Short-term needs apply to such things as food, water, shelter, medical care, and other related support for a brief period.
 - 6) Long-term needs include these sorts of needs, but for an extended time.
 - 7) Mass care shelters should:

- a) Be located beyond the PAZ
 - b) Be located within easy access of evacuation routes.
 - c) Be capable of handling 30% of the population area served by the evacuation routes to the center.
 - d) Be capable of providing 60 sq. ft. of sleeping space for each individual staying in the shelter.
 - e) Have a constant temperature of 60 to 80 degrees.
 - f) Be capable of providing adequate parking spaces for all evacuee vehicles.
 - g) Have separate areas that are sized and equipped to adequately provide the entire mass care population with administration, food and water storage, and food preparation, medical care, sanitation areas, living/sleeping areas.
 - h) Be clearly identified on maps provided in the public education program. The locations of these shelters will be published later.
- 8) Mass care shelters will have resources capable of providing the following:
- a) Water: It is expected that in the PAZ the normal sources of water will sufficiently cover the needs of shelters, however, in the event of contamination of the water source, an easily accessible alternate water source capable of sustaining a 5 day period must be maintained, such as water buffaloes or bottled water and should be made available near the mass care shelter, but beyond the PAZ. Additionally, there must be provisions for re-supply when the 5 day supply becomes exhausted. The water should meet all applicable drinking water standards and be adequate to provide a minimum of 2.2 quarts of water per person per day or 5 gallons of general use water per person per day for the population of the mass care shelters(s). An adequate supply of water must also be available for fire fighting, sanitation, cooking, and washing purposes.
 - b) Food: An adequate supply of food must be provided to afford sustenance for the same time as the water supply. Food should be stored and provisioned with such considerations as caloric intake and special dietary needs. In addition, all needed cooking equipment, eating, and drinking utensils must be provided.
 - c) Sanitary facilities: shelters must be provisioned with facilities to provide for washing, bathing, toiletry, changing diapers, general

cleaning (e.g., dish washing), and for the collecting and disposal of waster and refuse. They must be capable of handling the maximum number of evacuees each mass care shelter will support. A minimum of one toilet should be provided per 40 occupants of shelter capacity and chemical or other portable toilets should be available and not dependent on the normal water supply, on the basis of one toilet per 50 shelter occupants.

- d) Clothing: Local agreements must be made for the provision of used clothing to include churches, Salvation Army, Red Cross, Goodwill, and other agencies. A wide variety of sizes should be obtained.
- e) Medical services: each mass care shelter must provide space for medical screening and treatment, must be capable of continued provision of emergency, secondary, and tertiary medical care including documentation of all medical actions taken. The shelter staff must be knowledgeable about symptoms of chemical agent poisoning and understand the procedures for effectively treating and assisting the contaminated individual, however, their first responsibility will be to the shelter population in total and it is unrealistic to expect that the shelter staff could do more than treat the symptoms and get the patient to a hospital that has the equipment and staff trained to deal with the agent.